



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: August 9, 2013
Closed: Until Filled

JOB POSTING
Code Compliance Supervisor
Full Time
Monthly Salary: \$4,151

JOB SUMMARY:

This position is responsible for supervising, planning, organizing and coordinating the activities of Code Compliance personnel. This position is responsible for directing the work of Code Compliance personnel in the enforcement of state laws, municipal codes and local ordinances. Supervises the inspection and/or investigation of potential violations. Directs enforcement of properties and/or vehicles not meeting City codes to include citations, property liens, towing, and other governmental functions designed to maintain the health, safety and aesthetics of the community. Assists in the development and implementation of policies and procedures related to code compliance enforcement.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; one year related experience and/or training desired.
- Must possess a valid Texas Drivers License
- Must currently possess a valid Texas Department of Health "Code Enforcement" certification or obtain the certification within twelve months from the date of hire.
- Must possess keyboarding skills of 35 wpm
- Knowledge of Microsoft Office Suite (i.e. Word, Excel, etc.).
- Must be able to lift and/or move up to 50 pounds

SKILLS AND EXPERIENCE:

- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

TO APPLY:

Applications are available online (www.bedfordtx.gov), Law Enforcement Center, 2121 L. Don Dodson, Bedford, TX 76021 or at City Hall, 2000 Forest Ridge, Bedford, TX, 76021.

Application addendum also needs to be completed and turned in with application.